



PROFESSIONAL EXPERIENCE:

Accountant in Egypt health care company-Alexadria-work now.

^ Monthly account closing & Submitting declarations to the financial department at the main branch.

+ accountant control Stock.

General Financial Accountant - ALEXANDRIA, Egypt- NOV 2024 TO MAY 2025.

OFFICE SAMIR OMAR.

- Charts of accounts.
- Documentary cycle.
- Bookkeeping.
- Accounting cycle using ERP system programs.
- General journal using the American way.
- Subsidiary journals using the French way.
- Managing dealing and controlling the movement of cash and inventory.
- Registration in customer's subsidiary ledger.
- Registration in suppliers' subsidiary ledger.
- Preparing the financial statements in according with the Egyptian accounting standards

Assistant Accountant – Abu houmos, Egypt - AUG 2022 To DEC 2024 date

OFFICE KHALED YOUSSEF.

- Accupacy in financial records and assistance in the preparation financial reports.
- Collecting, analyzing and recording the financial data of the company or individual.
- Preparing a review balance before and after settlements.
- Preparing the lists of income and financial position and reviewing the rest of the lists and reports.

EDUCATION:

Bachelor's of Management information systems, Abu Qir Higher Institutes Alexandria University (2018 / 2022)

- Comprehensive understanding of accounting processing , including writing restrictions, deportation.
- Proficient in using latest accounting methods and processes to prepare reports according to standard.
- Effective collaboration and teamwork skills, developed through practical projects and coursework.

SUMMARY:

Driven accounting professional with established knowledge of accounting principles to execute in-depth financial audits and deliver comprehensive financial reports. Seeking a more challenging positon within an organization that allows for further career advancement.

LANGUAGES:

Arabic: Native



English: Fluent



SOFT SKILLS:

- Time Management
- Dialogue.
- Communication skills.
- Teamwork and collaboration.
- Presentation skills.
- Problem-Solving and critical thinking.
- work under pressure

KEY SKILLS COMPUTER :

- Working with Microsoft package (Excel,
- Word,)
- Excellent in ERP SYSTEMS

Technical :

- Preparation of inventory settlements and depreciation settlements
- Preparation of financial statements
- Compliance with standards

REFERENCES:

Available Upon Request

